



General Track: Mandatory Exceptions 2016

Joseph Behnke
Assistant Attorney General
Open Records Division

Views expressed are those of the presenter, do not constitute legal advice and are not official opinions of the Office of the Texas Attorney General



General Track: Mandatory Exceptions

What are Mandatory Exceptions?

- ▶ Mandatory exception cannot be waived
- ▶ Makes information confidential
- ▶ It is not discretionary – it either applies or does not apply
- ▶ We will discuss:
 - 552.101 Gov't Code – encompasses law outside of the PIA
 - Exceptions within the PIA – 552.102, 552.117, 552.1175, 552.136, 552.137, and 552.140 Gov't Code.



Section 552.101

Section 552.101 of the Government Code

- ▶ Incorporates law outside the Public Information Act (PIA)
 - Statutory
 - Case law
 - Constitutional



Section 552.101

Section 552.101 of the Government Code

- ▶ It **must be raised** in conjunction with other law, including common-law privacy
 - Example: “The submitted medical records are excepted from disclosure under section 552.101 in conjunction with the Medical Practices Act.”

- ▶ It is **never raised** in conjunction with a numbered exception inside the Act
 - Incorrect: “The license plate number is excepted under section 552.101 in conjunction with section 552.130 of the Government Code.”
 - Correct: “The license plate number is excepted under section 552.130 of the Government Code.”



Section 552.101 + Statutes

Section 1324a of Title 8 of the United States Code

- “Form I-9” Employment Eligibility Verification and appended ID forms

Section 6103(a) of Title 26 of the United States Code

- “Tax return information” including W-2 or W-4 forms

Section 560.003 of the Government Code

- Fingerprints and other “biometric identifiers”

Section 1703.306 of the Occupations Code

- Polygraph examination report and results



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No. 1615-0047
Expires 03/31/2016

► **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)
Gonzales		Speedy			N/A
Address (Street Number and Name)		Apt. Number	City or Town	State	Zip Code
1516 Cactus Ave			Toontown	TX	78701
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address		Telephone Number	
08/29/1953	111-22-3333	speedy.gonzales@toonmail.com		(512) 555-0123	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☒ A citizen of the United States
- ☐ A noncitizen national of the United States (See instructions)
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: 	Date (mm/dd/yyyy): 01/15/2014
--	-------------------------------

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: _____		Date (mm/dd/yyyy): _____	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State
			Zip Code



Employer Completes Next Page





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U.S. Citizenship and Immigration Services

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08/29/1953	111-22-3333		speedy.gonzales@toonmail.com		78701
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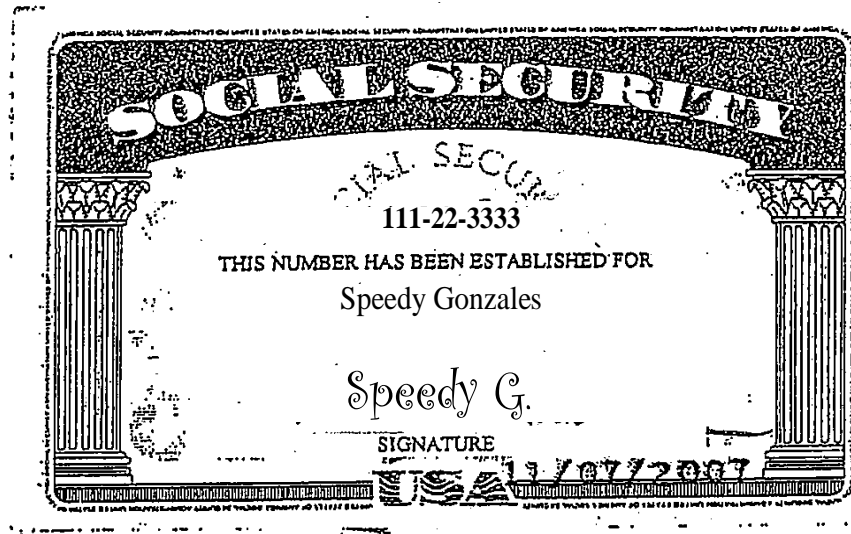
Signature of Preparer or Translator: _____				Date (mm/dd/yyyy): _____	
Last Name (Family Name)		First Name (Given Name)			
_____		_____			
Address (Street Number and Name)		City or Town	State	Zip Code	
_____		_____	_____	_____	



Employer Completes Next Page

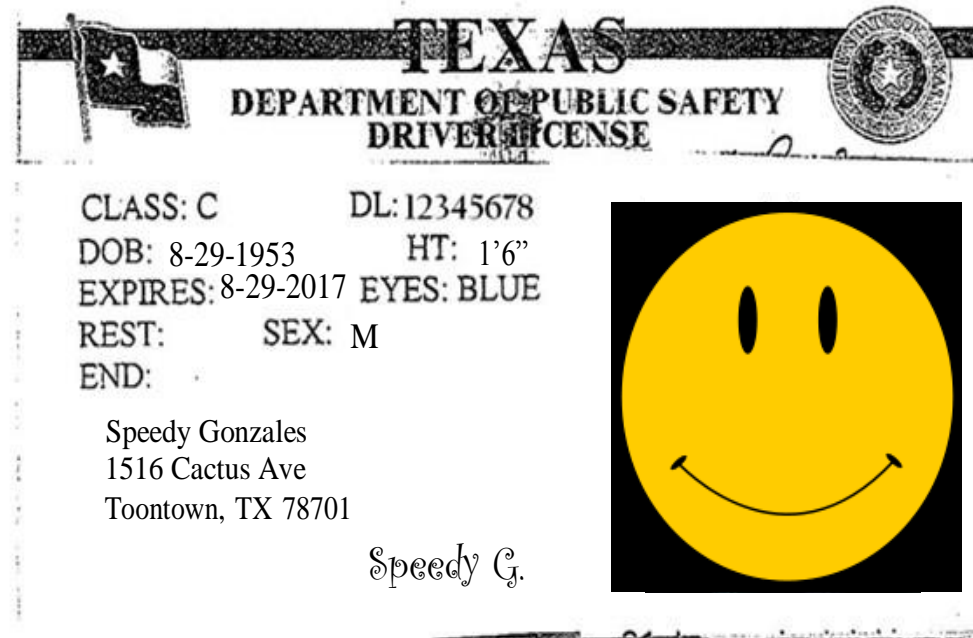


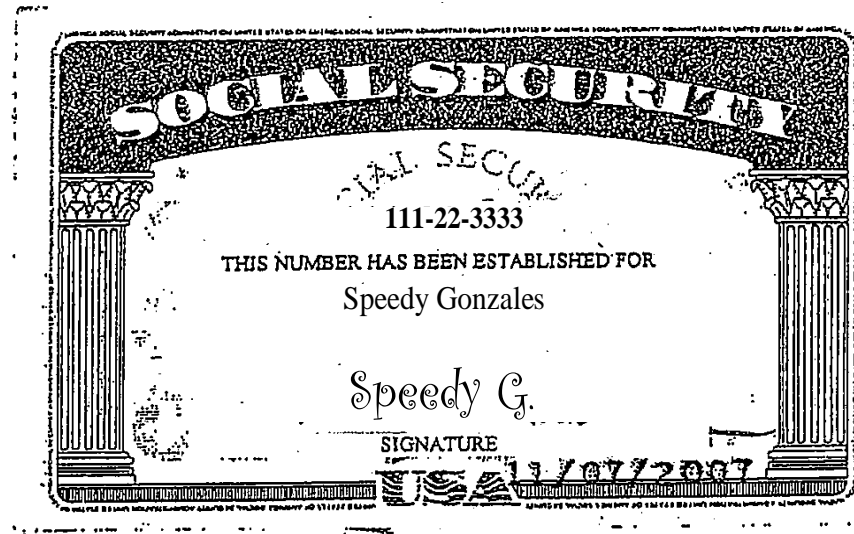
Withhold page under
552.101 + 1324a of Title 8 of
the United States Code



Attachment to I-9 –

Withhold page under 552.101
+ 6103(a) of Title 26 of the
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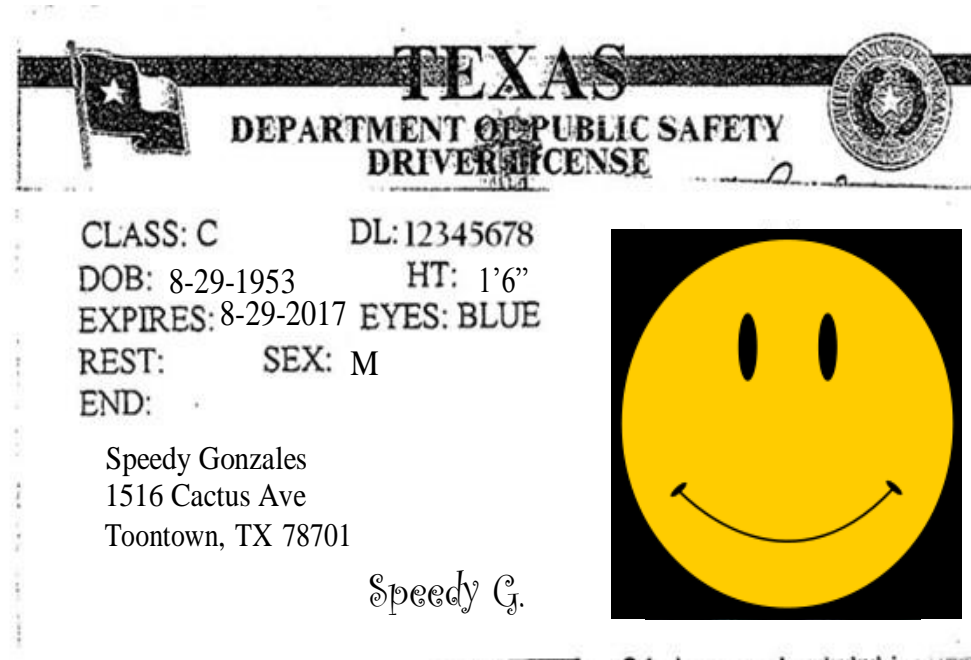




Attachment to I-9 –

Withhold page under 552.101
+ 6103(a) of Title 26 of the
United States Code

PIA Tip: If this page does
not immediately follow an
I-9, let us know if it is an I-9
attachment.



Form W-4 (2016)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1382, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$160,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w-4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	1
B	Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit	F	
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child 	G	
H	Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) ►	H	

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0074 2016
1 Your first name and middle initial Speedy		Last name Gonzales		2 Your social security number 111-22-3333
Home address (number and street or rural route) 1516 Cactus Ave		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code Toontown, Texas 78701		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		6 \$		7
6 Additional amount, if any, you want withheld from each paycheck		7 I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here.		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (This form is not valid unless you sign it.) ►		Date ► 1/1/12		
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)

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Note: If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

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Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

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C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit (Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child 	G	
H	Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.)	H	
<p>For accuracy, complete all worksheets that apply.</p> <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 			

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0074 2016	
1 Your first name and middle initial Speedy		Last name Gonzales		2 Your social security number 111-22-3333	
Home address (number and street or rural route) 1516 Cactus Ave		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.			
City or town, state, and ZIP code Toontown, Texas 78701		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>			
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5		1	
6 Additional amount, if any, you want withheld from each paycheck		6		\$	
7 I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.)					
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)	

Withhold page under 552.101 + 6103(a) of Title 26 of the United States Code

Form W-4 (2016)

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City or town, state, and ZIP code Toontown, Texas 78701		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>			
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5		1	
6 Additional amount, if any, you want withheld from each paycheck		6		\$	
7 I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none">• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶ 					
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)	

Withhold page under 552.101 + 6103(a) of Title 26 of the United States Code

PIA Tip: Right of access to own W-4

FINGERPRINT AUTHORIZATION FORM

Applicant Last Name: Gonzales

Applicant First Name: Speedy

Sex: M

Date of Birth: August 29, 1953

Height: 5'2"

Weight: 135

Hair Color: N/A

Eye Color: Brown

Place of Birth: Laredo, Texas

Home Address: 1516 Cactus Ave. Toontown, TX 78701

Signature of Applicant

Date

Speedy Gonzales

03/20/2014

R. Thumb



R. Index



R. Middle



R. Ring



R. Little



L. Thumb



L. Index



L. Middle



L. Ring



L. Little



FINGERPRINT AUTHORIZATION FORM

Applicant Last Name: Gonzales

Applicant First Name: Speedy

Sex: M

Date of Birth: August 29, 1953

Height: 5'2"

Weight: 135

Hair Color: N/A

Eye Color: Brown

Place of Birth: Laredo, Texas

Home Address: 1516 Cactus Ave. Toontown, TX 78701

Signature of Applicant

Date

Speedy Gonzales

03/20/2014

552.101 + 560.003
Occ. Code

R. Thumb



R. Index



R. Middle



R. Ring



R. Little



L. Thumb



L. Index



L. Middle



L. Ring



L. Little



FINGERPRINT AUTHORIZATION FORM

Applicant Last Name: Gonzales Applicant First Name: Speedy

Sex: M Date of Birth: August 29, 1953 Height: 5'2" Weight: 135

Hair Color: N/A Eye Color: Brown Place of Birth: Laredo, Texas











Home Address: 1516 Cactus Ave. Toontown, TX 78701

PIA Tip: Right of access to own fingerprint information

Signature of Applicant Date

Speedy Gonzales 03/20/2014

552.101 + 560.003
Occ. Code

R. Thumb	R. Index	R. Middle	R. Ring	R. Little
				
L. Thumb	L. Index	L. Middle	L. Ring	L. Little
				

Porky's Polygraph Testing Services
32 Looney Lane, Toontown, Texas 70001
512-666-1234 Pork.E.Pig@pppts.com

Polygraph Examination of: Assistant City Attorney Speedy Gonzales

Preliminary Questions:

1. Is your name Speedy Gonzales?

Yes.

2. Are you an Assistant City Attorney for City of Toontown?

Yes.

Examination Questions:

1. Have you ever been arrested for a crime?

No.

2. Have you ever participated in any act involving forgery or counterfeiting?

No.

3. Are you telling the truth with respect to the questions in this exam?

Yes.

Examination Results: No deception indicated. The test showed Mr. Gonzales was truthful in his answers.

Porky Pig

Signature of Examiner

Porky's Polygraph Testing Services
33 Looney Lane, Toontown, Texas 70001
512-666-1234 Pork.Pig@pppts.com

Polygraph Examination of: Assistant City Attorney Speedy Gonzales

Preliminary Questions:

1. Is your name Speedy Gonzales?

Yes.

2. Are you an Assistant City Attorney for City of Toontown?

Yes.

Examination Questions:

1. Have you ever been arrested for a crime?

No.

2. Have you ever participated in any act involving forgery or counterfeiting?

No.

3. Are you telling the truth with respect to the questions in this exam?

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Porky Pig
Signature of Examiner

Porky's Polygraph Testing Services
33 Looney Lane, Toontown, Texas 70001
512-666-1234 Pork.Pig@pppts.com

Polygraph Examination of: Assistant City Attorney Speedy Gonzales

Preliminary Questions:

1. Is your name Speedy Gonzales?

Yes.

2. Are you an Assistant City Attorney for City of Toontown?

Yes.

Examination Questions:

1. Have you ever been arrested for a crime?

No.

2. Have you ever participated in any act involving forgery or counterfeiting?

No.

3. Are you telling the truth with respect to the questions in this exam?

Yes.

Examination Results: No deception indicated. The test showed Mr. Gonzales was truthful in his answers.

Porky Pig
Signature of Examiner

PIA Tip: You may
release report and
results to the examinee



Section 552.101 + Statutes

Medical Practice Act (“MPA”), subtitle B of Title 3 of the Occupations Code (Section 159.002)

- Medical health records and communications between a patient and a physician

Section 611.002 of the Health & Safety Code

- Mental health records and communications between a patient and a mental health professional

Section 773.091 of the Health & Safety Code

- EMS records

Americans with Disabilities Act of 1990 (“ADA”)

- Certain medical records pertaining to an employee’s disability

Dr. Daffy Duck
246 Quack Trail
Toontown, Texas 78701
(512) 555-1950

October 12, 2016

Office of the Attorney General
Human Resources Director
15th & Lavaca
Toontown, Texas 78701

To Whom It May Concern:

Please excuse Marvin the Martian's absence from work on May 1, 2016. Marvin suffered from vertigo and has been experiencing dizzy spells that are out of this world. I have prescribed him Lorazepan, so he should feel like he is back on Earth in no time. As soon as Marvin's dizzy spells cease, he may return to work. If you have any questions, please do not hesitate to contact my office. Thank you.

Sincerely,

Daffy Duck, M.D.

Dr. D. Duck

Dr. Daffy Duck
246 Quack Trail
Toontown, Texas 78701
(512) 555-1950

Withhold page under
552.101 + MPA

October 12, 2016

Office of the Attorney General
Human Resources Director
15th & Lavaca
Toontown, Texas 78701

To Whom It May Concern:

Please excuse Marvin the Martian's absence from work on May 1, 2016. Marvin suffered from vertigo and has been experiencing dizzy spells that are out of this world. I have prescribed him Lorazepan, so he should feel like he is back on Earth in no time. As soon as Marvin's dizzy spells cease, he may return to work. If you have any questions, please do not hesitate to contact my office. Thank you.

Sincerely,

Daffy Duck, M.D.

Dr. D. Duck

Acme Mental Health Center
90 Acme Lane
Toontown, Texas 78701
Phone: (800) 555-TOON E-mail: Info@AcmeMentalHealth.com

Pre-employment Psychological Evaluation

Applicant:	Elmer Fudd
Social Security No.:	101-01-0101
Department for which applying:	Office of the Attorney General
Date:	August, 1, 2012
Evaluator:	Foghorn Leghorn, Ph. D
Tests administered:	Standard Pre-Employment Protocol

Background and observation:

Mr. Elmer Fudd is a 34 year old male who has applied for a position at the Office of the Attorney General. Mr. Fudd was previously employed as an associate attorney at Shotgun Law, P.C. Mr. Fudd was well liked by his peers and supervisors and has received outstanding evaluations. As a child, Mr. Fudd's father often took him hunting and they bonded well over this experience. Mr. Fudd continues to enjoy hunting as a hobby; however, he seems to be fixated with catching a particular rabbit. Although this fixation is slightly obsessive, Mr. Fudd appears to be otherwise competent. Mr. Fudd also participates in various community activities. He does not drink and has never taken drugs. He is excited and hopeful about the next stage of his career.

Test Results:

Mr. Fudd has a generally positive and friendly disposition. He answered all questions openly and seemed at ease and not at all evasive.

Summary:

Mr. Fudd is qualified and well-suited for a position with the Attorney General's Office. The recommendation is HIRE.

electronically signed by Dr. Foghorn Leghorn, Ph. D.

Acme Mental Health Center
90 Acme Lane
Toontown, Texas 78701
Phone: (800) 555-TOON E-mail: Info@AcmeMentalHealth.com

**Withhold page under 552.101
+ 611.002 Occ. Code**

Pre-employment Psychological Evaluation

Applicant:	Elmer Fudd
Social Security No.:	101-01-0101
Department for which applying:	Office of the Attorney General
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electronically signed by Dr. Foghorn Leghorn, Ph. D.

ATTORNEY GENERAL'S OFFICE

Interoffice Memorandum

To: Wile E. Coyote

From: Road Runner

Date: January 30, 2016

Re: Request for Accommodation

I was recently diagnosed with a rare syndrome in which I have a nearly irresistible urge to move my legs. It is manageable, but I will need to move throughout the day. I request two breaks, one in the morning and one in the afternoon, during which I may go outside and run. Please let me know if I need to complete any additional paperwork.

Thank you for your help with this matter.

Best,

Road Runner

ATTORNEY GENERAL'S OFFICE

Interoffice Memorandum

Withhold page
under 552.101 +
ADA

To: Wile E. Coyote

From: Road Runner

Date: January 30, 2016

Re: Request for Accommodation

I was recently diagnosed with a rare syndrome in which I have a nearly irresistible urge to move my legs. It is manageable, but I will need to move throughout the day. I request two breaks, one in the morning and one in the afternoon, during which I may go outside and run. Please let me know if I need to complete any additional paperwork.

Thank you for your help with this matter.

Best,

Road Runner



Section 552.101 + Statutes

Criminal History Record Information (“CHRI”)

- “CHRI” – information about a person’s arrests, detentions, indictments, informations, and other formal criminal charges
- CHRI about a person is collected and maintained by the Texas Department of Public Safety (“DPS”) and certain persons are allowed access

Section 411.097 of the Government Code

- CHRI that relates to a school district applicant or employee

Section 411.0845 of the Government Code

- CHRI obtained from the DPS electronic clearinghouse and subscription service



Section 552.101 + Statutes Involving Children or Juveniles – Slide 1 of 2

Section 261.201 of the Family Code

- Child victims (under 18 years of age)
- “abuse” or “neglect”
- 261.201(k) right of access

Section 58.007 of the Family Code

- Juvenile suspects or offenders (ages 10-16)
- “delinquent conduct” or “conduct indicating a need for supervision”
- Conduct on or after September 1, 1997
- 58.007(e) right of access

Former section 51.14 of the Family Code

- Juvenile suspects or offenders (ages 10-16)
- “delinquent conduct” or “conduct indicating a need for supervision”
- Conduct occurred before January 1, 1996



Section 552.101 + Statutes Involving Children or Juveniles – Slide 2 of 2

Section 261.201 of the Family Code

- Child victims (under 18 years of age)
- “abuse” or “neglect”
- 261.201(k) right of access

Section 58.007 of the Family Code

- Juvenile suspects or offenders (ages 10-16)
- “delinquent conduct” or “conduct indicating a need for supervision”
- Conduct on or after September 1, 1997
- 58.007(e) right of access

Former section 51.14 of the Family Code

- Juvenile suspects or offenders (ages 10-16)
- “delinquent conduct” or “conduct indicating a need for supervision”
- Conduct occurred before January 1, 1996

PIA Tip: If you have a previous determination for DOBs, be careful if redacting DOBs from the copies you send to our office for a ruling—our office needs to know the ages of certain individuals for these statutes.



Section 552.101 + Common-Law Privacy – Slide 1 of 5

Common-law privacy protects information that is:

(1) highly intimate or embarrassing

AND

(2) not of legitimate concern to the public

- ▶ Information subject to common-law privacy includes:
 - Dates of birth of public citizens
 - Medical information
 - Personal financial information
 - Identifying information of certain types of victims
 - References to suicide threats or attempts of living individual
 - Information relating to a sexual harassment investigation



Section 552.101 + Common-Law Privacy – Slide 2 of 5

Common-law privacy protects information that is:

(1) highly intimate or embarrassing

AND

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- ▶ Information subject to common-law privacy includes
 - Dates of birth of public citizens
 - Medical information
 - Personal financial information
 - Identifying information of certain types of victims
 - References to suicide threats or attempts of living individual
 - Information relating to a sexual harassment investigation

PIA Tips:

- Let us know if requestor has access under section 552.023.
- If relevant, let us know if individual is deceased.
- Will not protect information in court-filed document that is 552.022(a)(17).



Section 552.101 + Common-Law Privacy – Slide 3 of 5

Common-Law Privacy: Medical information

- ▶ Medical information protected under common-law privacy must relate to specific illnesses or disabilities

- ▶ Examples—generally withhold:
 - Mental illnesses
 - Specific medical information (ex. “diagnosed with cancer”)
 - Specific prescription medications (not the general fact an individual is taking unspecified medication)
 - Pregnancy
 - Blood type



Section 552.101 + Common-Law Privacy – Slide 4 of 5

Common-Law Privacy: Financial information

- ▶ Legitimate public interest in the essential facts about a financial transaction with a governmental body

- Not withheld under common-law privacy:
 - Gross salary information of employee of a governmental body
 - Information relating to an employee's participation in a group insurance fund funded in part or full by a governmental body



Section 552.101 + Common-Law Privacy – Slide 5 of 5

- ▶ Personal financial information protected under common-law privacy must be information not relating to a financial transaction between an individual and a governmental body
 - Examples – generally withhold:
 - Salary of employee of a non-governmental body
 - Net salary of employee of governmental body
 - Assets or debts
 - Optional insurance coverage
 - Direct deposit authorization
 - Lien information
 - Designation of beneficiaries of retirement benefits

OFFICE OF THE ATTORNEY GENERAL

INSURANCE ENROLLMENT FORM

Enrollee Information

EMPLOYEE NAME: Elmer Fudd
SOCIAL SECURITY NUMBER: 101-01-0101
ADDRESS: 100 Rascal Rd., Toontown, TX 78701
HOME TELEPHONE: (512) 555-6543

Optional Health Insurance Elections

	<u>Yes</u>	<u>No</u>
Do you wish to be enrolled in OAG Dental Coverage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you wish to be enrolled in OAG Short Term Disability Coverage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you wish to be enrolled in OAG Long Term Disability Coverage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NB: OAG Long Term Disability Coverage monthly fee is 8% of your gross earnings.

Life Insurance Elections

	<u>Yes</u>	<u>No</u>
Do you wish to apply for OAG Life Insurance Benefits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you wish to apply for supplemental OAG Mutual Life Insurance Benefits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NB: OAG Mutual Life Insurance Benefits monthly fee is 6% of your gross earnings.

Beneficiary Designation

Name of Beneficiary: Bugs Bunny Address: 100 Rabbit's Hole Rd., Toontown, TX 78701
Relationship: Friend
Phone Number: (512) 555-6543

Signature: Elmer Fudd

Date: 12/9/12

OFFICE OF THE ATTORNEY GENERAL
INSURANCE ENROLLMENT FORM

Enrollee Information

EMPLOYEE NAME: Elmer Fudd
SOCIAL SECURITY NUMBER: 101-01-0101
ADDRESS: 100 Rascal Rd., Toontown, TX 78701
HOME TELEPHONE: (512) 555-6543

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<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Enrollee Information

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Beneficiary Designation

Name of Beneficiary: Bugs Bunny Address: 100 Rabbit's Hole Rd., Toontown, TX 78701
Relationship: Friend
Phone Number: (512) 555-6543

Signature: Elmer Fudd

Date: 12/9/12

PIA Tip: Tell us which coverages are optional and which are funded by the governmental body.

INSURANCE ENROLLMENT FORM

Enrollee Information

EMPLOYEE NAME: Elmer Fudd
SOCIAL SECURITY NUMBER: 101-01-0101
ADDRESS: 100 Rascal Rd., Toontown, TX 78701
HOME TELEPHONE: (512) 555-6543

social security number, and family member information of a current or former employee or official of a governmental body so long as an election is made under section 552.024 of the Government Code.

Optional Health Insurance Elections

Do you wish to be enrolled in OAG Dental Coverage?
Do you wish to be enrolled in OAG Short Term Disability Coverage?
Do you wish to be enrolled in OAG Long Term Disability Coverage?
NB: OAG Long Term Disability Coverage monthly fee is 8% of your gross earnings.

<u>Yes</u>	<u>No</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Life Insurance Elections

Do you wish to apply for OAG Life Insurance Benefits?
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Name of Beneficiary: Bugs Bunny Address: 100 Rabbit's Hole Rd., Toontown, TX 78701
Relationship: Friend
Phone Number: (512) 555-6543

Signature: Elmer Fudd

Date: 12/9/12

OFFICE OF THE ATTORNEY GENERAL
STATEMENT OF EARNINGS – PAYROLL PERIOD 10/15/16-10/31/16

Employee Name:	Elmer Fudd	SSN:	123-45-6789
Position:	Attorney	Marital Status:	Married
Employee No.:	12345	No. Exemptions:	3

EARNINGS	CURRENT	YR-TO- DATE	DEDUCT	CURRENT	YR-TO- DATE
Salary Gross	4492.24	39430.16	Fed W/H Tax	469.74	4023.31
Retirement	311.88	2737.92	Medicare Tax	278.52	571.74
401K Amount	42.08	369.40	Disability Long	26.90	242.10
Fed W/H Gross	4138.28	36322.84	ERS Retirement	311.88	2732.92
			401K	42.08	369.40
Total Gross	4492.24	39430.16	Total Deductions	1128.95	7944.47
Total Deducts	1128.85	7944.47			
Total Net Pay	3363.39	26907.12	Disbursement:		3363.39

OFFICE OF THE ATTORNEY GENERAL
STATEMENT OF EARNINGS – PAYROLL PERIOD 10/15/16-10/31/16

Employee Name: Elmer Fudd
Position: Attorney
Employee No.: 12345

SSN: 123-45-6789
Marital Status: Married
No. Exemptions: 3

EARNINGS	CURRENT	YR-TO- DATE	DEDUCT	CURRENT	YR-TO- DATE
Salary Gross	4492.24	39430.16	Fed W/H Tax	469.74	4023.31
Retirement	311.88	2737.92	Medicare Tax	278.52	571.74
401K Amount	42.08	369.40	Disability Long	26.90	242.10
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552.117(a)(1)

552.101 +
common-
law privacy

OFFICE OF THE ATTORNEY GENERAL

STATEMENT OF EARNINGS – PAYROLL PERIOD 10/15/16-10/31/16

Employee Name: Elmer Fudd
 Position: Attorney
 Employee No.: 12345

SSN: 123-45-6789
 Marital Status: Married
 No. Exemptions: 3

EARNINGS	CURRENT	YR-TO- DATE	DEDUCT	CURRENT	YR-TO- DATE
Salary Gross	4492.24	39430.16	Fed W/H Tax	469.74	4023.31
Retirement	311.88	2737.92	Medicare Tax	278.52	571.74
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Total Deducts	1128.85	7944.47			
Total Net Pay	3363.39	26907.12	Disbursement:		3363.39

OFFICE OF THE ATTORNEY GENERAL

Direct Deposit Authorization Form

Please attach a voided check or letter from financial institution and sign the bottom of this form prior to mailing back to: Human Resources Department, City of Toontown, 600 Municipal Drive, Toontown, Texas, 70001.

1. Transaction Start Date: September 1, 2012
2. Account Number: 567891234
3. Routing Number: 111222345
4. Name of Financial Institution: Beretta Bank
82 Hunter's Trail
Toontown, Texas 70000
5. Name of Payee: Elmer Fudd
6. Payee SSN: 101-01-0101
7. Signature: *Elmer Fudd* Date: 9/14/2012

Withhold page under
552.101 + common-law
privacy

OFFICE OF THE ATTORNEY GENERAL

Direct Deposit Authorization Form

Please attach a voided check or letter from financial institution and sign the bottom of this form prior to mailing back to: Human Resources Department, City of Toontown, 600 Municipal Drive, Toontown, Texas, 70001.

1. Transaction Start Date: September 1, 2012
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4. Name of Financial Institution: Beretta Bank
82 Hunter's Trail
Toontown, Texas 70000
5. Name of Payee: Elmer Fudd
6. Payee SSN: 101-01-0101
7. Signature: Elmer Fudd Date: 9/14/2012



Sections 552.117 & 552.1175 – Slide 1 of 3

Must tell us...	552.117(a)(1)	552.117(a)(2)	552.1175
To whom does the information belong and how is it held?	Current & former employees of your governmental body ; held by you in an employment capacity	Peace officers employed by your governmental body ; held by you in an employment capacity	Peace officers & other enumerated individuals either (1) employed by you , but the information is held in a non-employment capacity , or (2) employed by another governmental body
What information is protected?	Home Address Home Telephone Number Social Security Number Emergency Contact Information Family Member Information	Home Address Home Telephone Number Social Security Number Emergency Contact Information Family Member Information	Home Address Home Telephone Number Social Security Number Emergency Contact Information Family Member Information Date of birth
Has the individual elected confidentiality?	Employee elected confidentiality before you received the request	Protection is automatic	Individual makes an election with your governmental body (can be after you received the request)



Sections 552.117 & 552.1175 – Slide 2 of 3

552.117(a)(1) Gov't

- Right of access under section 552.023
- May redact pursuant to section 552.024

552.117(a)(2) Gov't

- Right of access under section 552.023
- May redact pursuant to Open Records Decision No. 670 (2001)

552.1175 Gov't

- Right of access under section 552.023
- May redact pursuant to section 552.1175(f)



Sections 552.117 & 552.1175 – Slide 3 of 3

552.117(a)(1) Gov't

- Right of access under section 552.023
- May redact pursuant to section 552.024

552.117(a)(2) Gov't

- Right of access under section 552.023
- May redact pursuant to Open Records Decision No. 670 (2001)

552.1175 Gov't

- Right of access under section 552.023
- May redact pursuant to section 552.1175(f)

PIA Tips:

- Let us know if the individual made timely election.
- When applicable, let us know if the individual is a currently licensed peace officer.

CITY OF TOONTOWN
APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION

Full Name: Tweety Bird

Present address: 123 Looney Lane, Toontown, Texas 70000

Date of Birth: August 4, 1954 **Age:** 62 **SSN:** 101-01-0101

Home Telephone: (512) 555-1678 **Business Telephone:** (512) 555-3240

Cell Telephone: (512) 555-7838 **E-mail:** tweetybird@gmail.com

Weight: 1 **Hair Color:** Blonde **Eye Color:** Blue

DL #: 12345678 **DL State:** TX **Exp. Date:** 8/4/2017

PERSONAL BACKGROUND

Marital Status (check one):

☐ Single ☒ Married ☐ Separated ☐ Divorced ☐ Widowed

If Married, Your Spouse's Name: Mother Hen

Spouse's Address: 123 Looney Lane, Toontown, Texas 70000

Spouse's Phone Number: (512) 555-4284

Children's Names & Ages:

Name: Maggie Mae Bird **Age:** 10

Name: _____ **Age:** ____

CITY OF TOONTOWN

APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION

Full Name: Tweety Bird

Present address: 123 Looney Lane, Toontown, Texas 70000

Date of Birth: August 4, 1954 Age: 62 SSN: 101-01-0101

Home Telephone: (512) 555-1678 Business Telephone: (512) 555-3240

Cell Telephone: (512) 555-7838 E-mail: tweetybird@gmail.com

Weight: 1 Hair Color: Blonde Eye Color: Blue

DL #: 12345678 DL State: TX Exp. Date: 8/4/2017

PERSONAL BACKGROUND

Marital Status (check one):

☐ Single ☒ Married ☐ Separated ☐ Divorced ☐ Widowed

If Married, Your Spouse's Name: Mother Hen

Spouse's Address: 123 Looney Lane, Toontown, Texas 70000

Spouse's Phone Number: (512) 555-4284

Children's Names & Ages:

Name: Maggie Mae Bird

Age: 10

Name: _____

Age: _____

552.117(a)(1)

552.130

CITY OF TOONTOWN
APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION

Full Name: Tweety Bird

Present address: 123 Looney Lane, Toontown, Texas 70000

Date of Birth: August 4, 1954 Age: 62 SSN: 101-01-0101

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Spouse's Address: 123 Looney Lane, Toontown, Texas 70000

Spouse's Phone Number: (512) 555-4284

Children's Names & Ages:

Name: Maggie Mae Bird Age: 10

Name: Age:

552.130 Gov't Code protects:
Motor vehicle operator's or driver's
license, permit, title or registration
issued by Texas or another state or
country or a personal identification
document issued by Texas or
another state or country or a local
agency authorized to issue an
identification document

552.117(a)(1)

552.130

552.102(a)

CITY OF TOONTOWN
APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION

Full Name: Tweety Bird

Present address: 123 Looney Lane, Toontown, Texas 70000

Date of Birth: August 4, 1954 Age: 62_ SSN: 101-01-0101

Home Telephone: (512) 555-1678 Business Telephone: (512) 555-3240

Cell Telephone: (512) 555-7838 E-mail: tweetybird@gmail.com

Weight: 1__ Hair Color: Blonde Eye Color: Blue

DL # 12345678 DL State: TX Exp. Date: 8/4/2017

PERSONAL BACKGROUND

Marital Status (check one):

☐ Single ☒ Married ☐ Separated ☐ Divorced ☐ Widowed

If Married, Your Spouse's Name: Mother Hen

Spouse's Address: 123 Looney Lane, Toontown, Texas 70000

Spouse's Phone Number: (512) 555-4284

Children's Names & Ages:

Name: Maggie Mae Bird Age: 10

Name: _____ Age: _____

552.102(a) Gov't Code

protects: The date of birth of an employee of a governmental body in a record maintained by his or her employer in an employment context

552.117(a)(1)

552.130

552.137

552.102(a)

CITY OF TOONTOWN
APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION

Full Name: Tweety Bird

Present address: 123 Looney Lane, Toontown, Texas 70000

Date of Birth: August 4, 1954 Age: 62_ SSN: 101-01-0101

Home Telephone: (512) 555-1678 Business Telephone: (512) 555-3240

Cell Telephone: (512) 555-7838 E-mail: tweetybird@gmail.com

Weight: 1__ Hair Color: Blonde Eye Color: Blue

DL # 12345678 DL State: TX Exp. Date: 8/4/2017

PERSONAL BACKGROUND

Marital Status (check one):

☐ Single ☒ Married ☐ Separated ☐ Divorced ☐ Widowed

If Married, Your Spouse's Name: Mother Hen

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Spouse's Phone Number: (512) 555-4284

Children's Names & Ages:

Name: Maggie Mae Bird Age: 10

Name: _____ Age: _____

552.137 Gov't Code

protects: E-mail addresses
of members of the public that
are provided to communicate
electronically with a
governmental body

EDUCATIONAL BACKGROUND

School & Location: Looney High School, Toontown, TX
Graduation Date: May 2002 Degree Earned: H.S. Diploma

School & Location: ACME University, Toontown, TX
Graduation Date: May 2006 Degree Earned: B.A.

School & Location: ACME University School of Law, Toontown, TX
Graduation Date: May 2009 Degree Earned: J.D.

EMPLOYMENT HISTORY

Present/Prior Employer & Location: Le Pew Law Firm, LLP, Toontown, TX
Position: Associate Attorney **Salary:** \$65,000
Supervisor: Road Runner **Supervisor's Phone:** (512) 555-3636

Prior Employer & Location: Horse & Buddy, LLP, Toontown, TX
Position: Associate Attorney Salary: \$55,000
Supervisor: Foghorn Leghorn Supervisor's Phone: (512) 555-4987

REFERENCES

<u>NAME</u>	<u>PHONE NUMBER</u>	<u>RELATIONSHIP</u>
Marvin the Martian	(512) 555-9223	Friend
Yosemite Sam	(512) 555-1546	Friend—County Sheriff
Road Runner	(512) 555-3000	Former supervisor

MILITARY SERVICE

Branch: N/A Dates: N/A Rank at Discharge: N/A

Did you receive an honorable discharge? ___ Yes ___ No
Were you ever court-martialed? ___ Yes ___ No
Were you ever reduced in rank? ___ Yes ___ No
Were you ever absent without leave? ___ Yes ___ No

List Relevant Honors: _____

EDUCATIONAL BACKGROUND

School & Location: Looney High School, Toontown, TX
Graduation Date: May 2002 Degree Earned: H.S. Diploma

School & Location: ACME University, Toontown, TX
Graduation Date: May 2006 Degree Earned: B.A.

School & Location: ACME University School of Law, Toontown, TX
Graduation Date: May 2009 Degree Earned: J.D.

EMPLOYMENT HISTORY

Present/Prior Employer & Location: Le Pew Law Firm, LLP, Toontown, TX
Position: Associate Attorney Salary: \$65,000
Supervisor: Road Runner Supervisor’s Phone: (512) 555-3636

Prior Employer & Location: Horse & Buddy, LLP, Toontown, TX
Position: Associate Attorney Salary: \$55,000
Supervisor: Foghorn Leghorn Supervisor’s Phone: (512) 555-4987

REFERENCES

<u>NAME</u>	<u>PHONE NUMBER</u>	<u>RELATIONSHIP</u>
Marvin the Martian	(512) 555-9223	Friend
Yosemite Sam	(512) 555-1546	Friend—County Sheriff
Road Runner	(512) 555-3000	Former supervisor

552.1175

MILITARY SERVICE

Branch: N/A Dates: N/A Rank at Discharge: N/A

Did you receive an honorable discharge? ___Yes ___No
Were you ever court-martialed? ___Yes ___No
Were you ever reduced in rank? ___Yes ___No
Were you ever absent without leave? ___Yes ___No

List Relevant Honors: _____

Le Pew Law Firm, L.L.P.
500 Main Street, 120th Floor
Toontown, Texas 70000
Phone: (512) 555-3000

September 1, 2016

City of Toontown
Human Resources Department
600 Municipal Drive
Toontown, Texas 70001

To Whom It May Concern:

I strongly recommend Mr. Bird for the position of assistant city attorney. I have been Mr. Bird's supervising attorney since he joined our firm in 2012. I have known Tweety to be a diligent attorney with a strong attention to detail and outstanding ability to analyze complex legal issues. Although I am sorry to lose him, I understand he is eager to return to work in the public sector and to have a more flexible work schedule to spend time with his wife and daughter. I believe Tweety would be a superb assistant city attorney and a tremendous asset to the city attorney's office. Please contact me by phone or at FLeghorn@horseandbuddy.com with any questions.

Sincerely,

Foghorn Leghorn

Foghorn Leghorn

552.117(a)(1)

Le Pew Law Firm, L.L.P.
500 Main Street, 120th Floor
Toontown, Texas 70000
Phone: (512) 555-3000

September 1, 2016

City of Toontown
Human Resources Department
600 Municipal Drive
Toontown, Texas 70001

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Foghorn Leghorn

Foghorn Leghorn

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500 Main Street, 120th Floor
Toontown, Texas 70000
Phone: (512) 555-3000

552.117(a)(1)

552.137

September 1, 2016

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Sincerely,

Foghorn Leghorn

Foghorn Leghorn

Tweety Bird

123 Looney Lane • Toontown, Texas 70000

(512) 555-1678 • tweetybird@gmail.com

OBJECTIVE

To transition from the private sector to a public service position.

EDUCATION

ACME University School of Law, Toontown, Texas

- J.D. May 2009
- Graduated with honors

ACME University, Toontown, Texas

- B.S., Biology, May 2006
- Graduated with honors

RELEVANT EXPERIENCE

Le Pew Law Firm, LLP, Toontown, Texas

Associate Attorney, August 2012 – Present

- Managed civil litigation caseload focused on the areas of family law and employment law.
- Conducted discovery, depositions, drafted pleadings, and appeared in court.

Horse & Buddy, LLP, Toontown, Texas

Associate Attorney, January 2011 – July 2012

- Managed civil litigation caseload focused on the areas of employment law.
- Conducted discovery, depositions, drafted pleadings, and appeared in court.
- Performed research and drafted memoranda.

Toontown Independent School District, Toontown, Texas

Staff Attorney, November 2009 – December 2011

- Assisted senior attorneys with civil litigation caseload focused on First Amendment issues.

ACTIVITIES & SERVICE

Toontown Rotary Club, Fairy Tale City, Texas

Member, 2007 – Present

Tweety Bird

123 Looney Lane • Toontown, Texas 70000

(512) 555-1678 • tweetybird@gmail.com

552.117(a)(1)

OBJECTIVE

To transition from the private sector to a public service position.

EDUCATION

ACME University School of Law, Toontown, Texas

- J.D. May 2009
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Member, 2007 – Present

Tweety Bird

123 Looney Lane • Toontown, Texas 70000

(512) 555-1678 • tweetybird@gmail.com

552.117(a)(1)

OBJECTIVE

To transition from the private sector to a public service position.

552.137

EDUCATION

ACME University School of Law, Toontown, Texas

- J.D. May 2009
- Graduated with honors

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Toontown Independent School District, Toontown, Texas

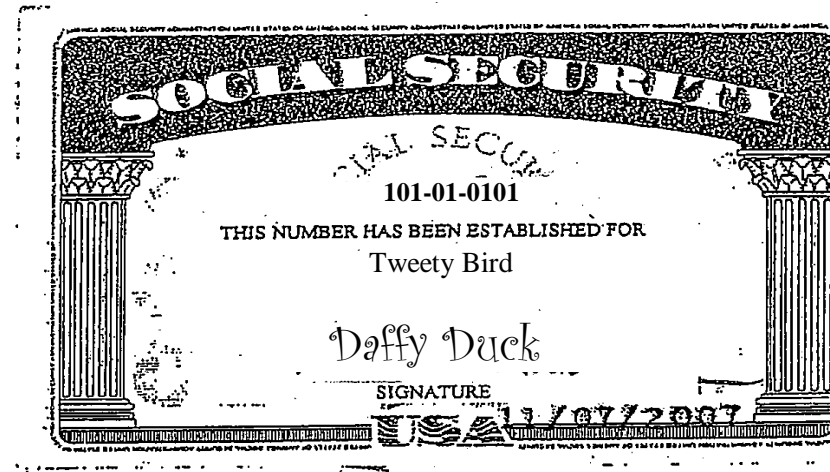
Staff Attorney, November 2009 – December 2011

- Assisted senior attorneys with civil litigation caseload focused on First Amendment issues.

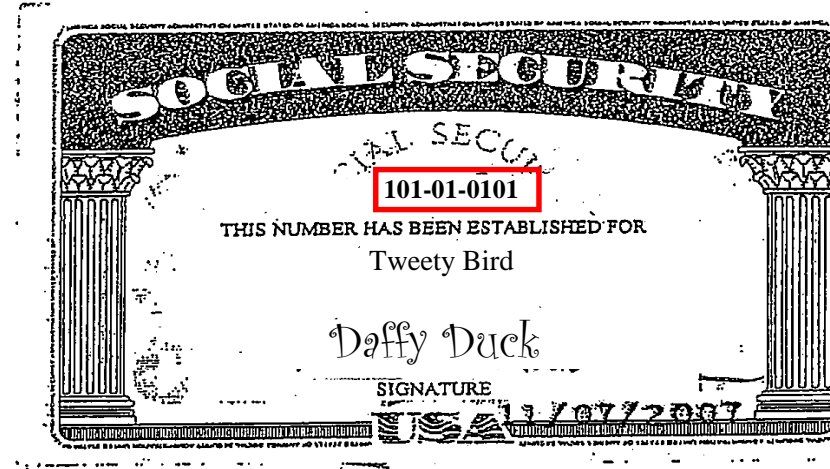
ACTIVITIES & SERVICE

Toontown Rotary Club, Fairy Tale City, Texas

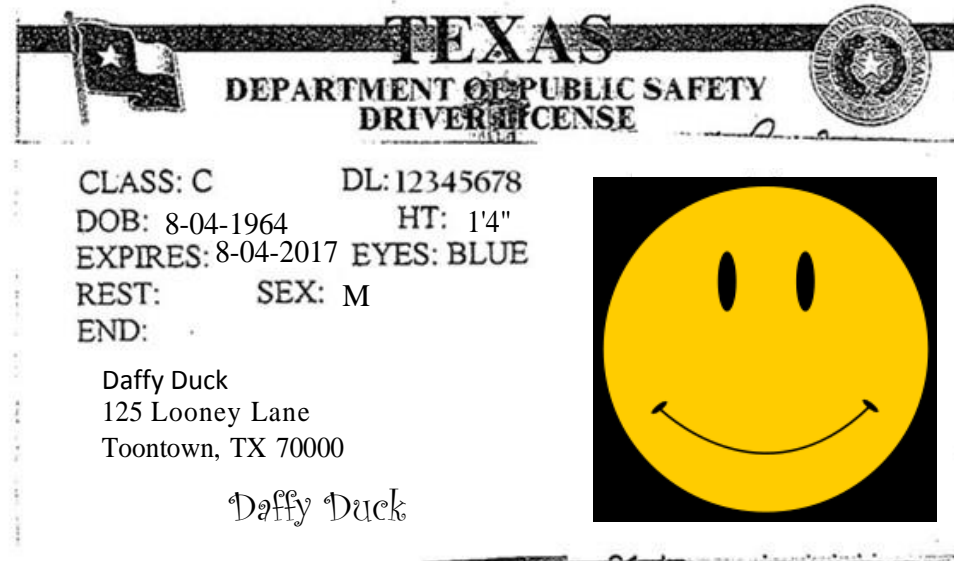
Member, 2007 – Present



552.147

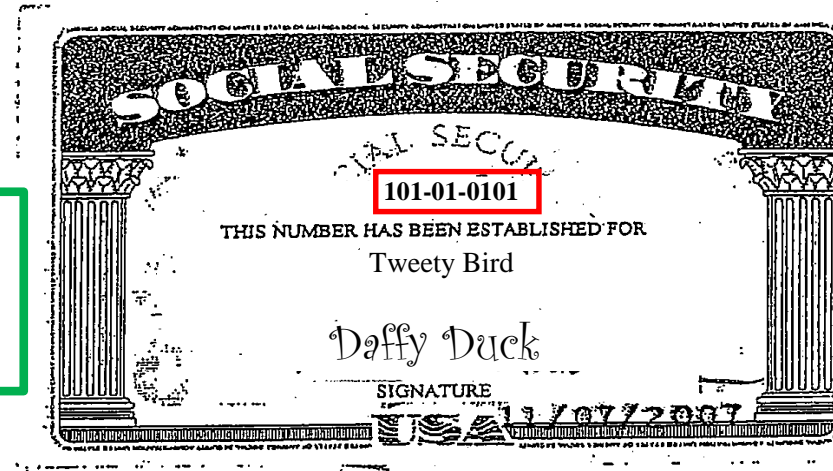


552.147 Gov't Code
protects: Social security
numbers of living
individuals.

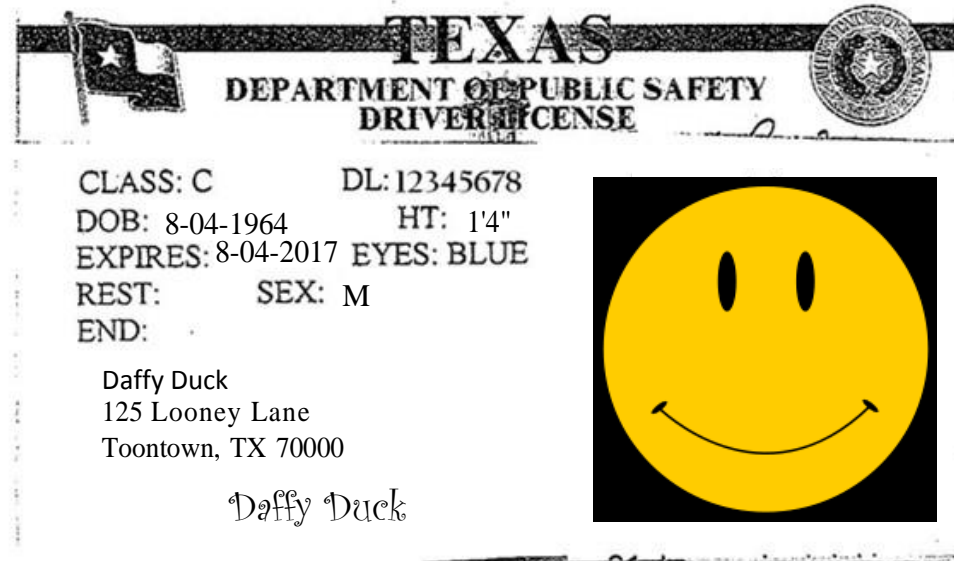


552.147

PIA Tip: 552.147 does not protect entire card.

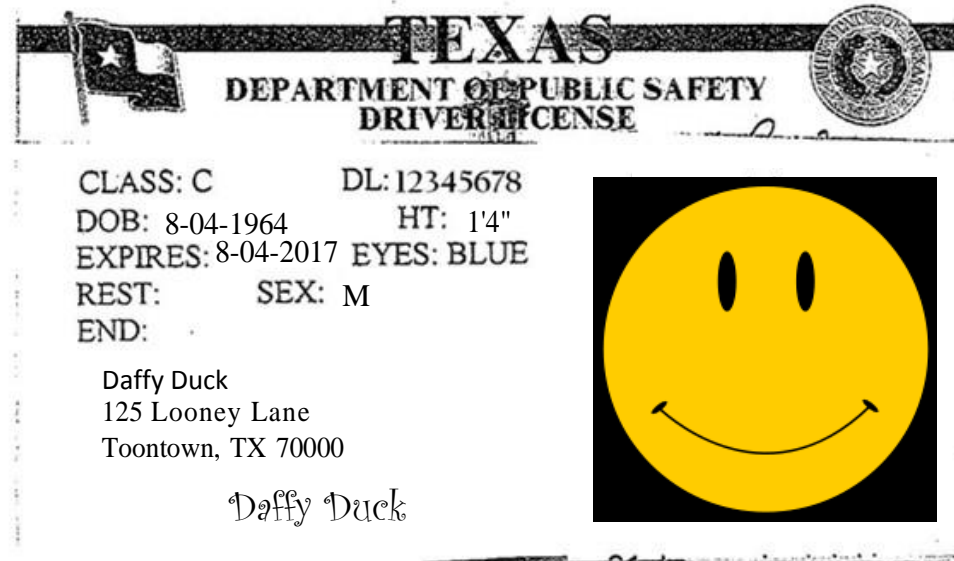
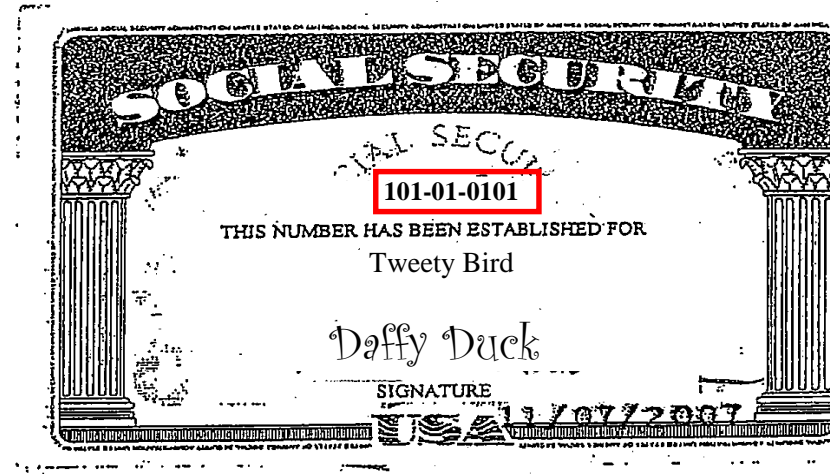


552.147 Gov't Code
protects: Social security
numbers of living
individuals.



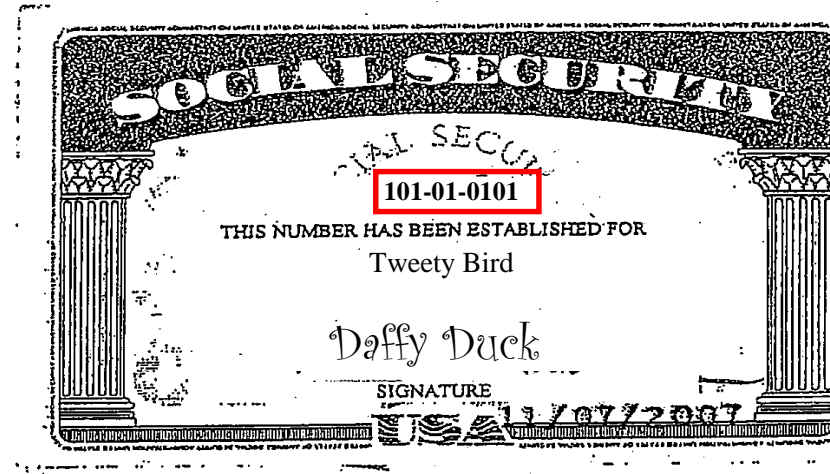
552.147

552.130

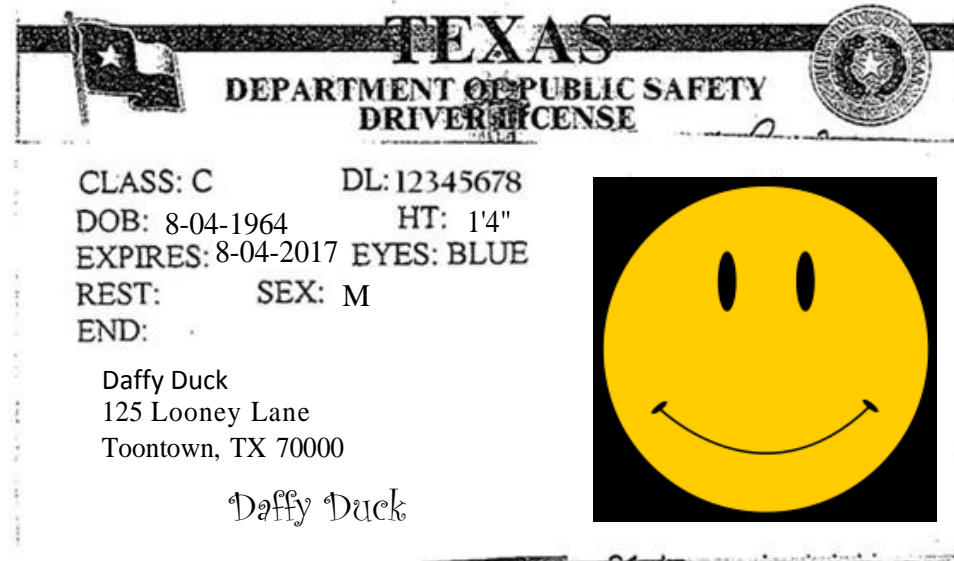


552.147

552.130



PIA Tip: 552.130
protects entire
driver's license



City of Toontown
500 Fritz Freleng Ave.
Toontown, TX 7000

1001

Date 10/25/16

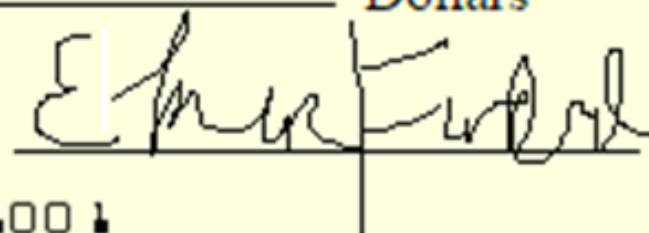
Pay to the
order of Elmer Fudd

\$ 100.10

One-hundred and 10/100

Dollars

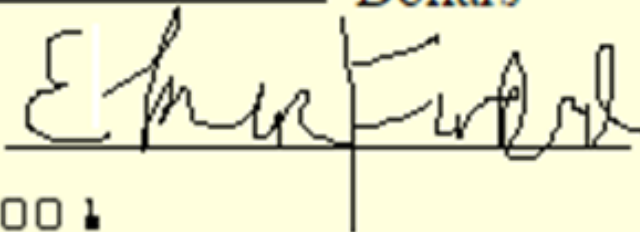
Memo _____



⑆ 123456789⑆ 987654⑆ 1001

552.136

552.136 Gov't Code protects: Access device numbers such as bank account and routing number

City of Toontown 500 Fritz Freleng Ave. Toontown, TX 7000		1001
Date <u>10/25/16</u>		
Pay to the order of <u>Elmer Fudd</u>	\$	<u>100.10</u>
<u>One-hundred and 10/100</u>		Dollars
Memo _____		
⑆ 123456789⑆ 987654 100 1		

552.136

552.136 Gov't Code protects: Access device numbers such as bank account and routing number

City of Toontown
500 Fritz Freleng Ave.
Toontown, TX 7000

1001

Date 10/25/16

Pay to the order of Elmer Fudd \$ 100.10

One-hundred and 10/100 Dollars

Memo _____

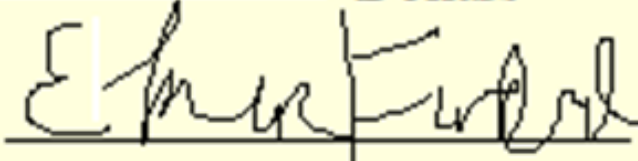
Elmer Fudd

⑆ 123456789⑆ 987654⑆ 1001

PIA Tip: 552.136 does not apply to the check number.

552.136

NOTE: If this was Elmer's paycheck from the city, his net pay is protected under 552.101+common-law privacy

City of Toontown 500 Fritz Freleng Ave. Toontown, TX 7000		1001
Pay to the order of <u>Elmer Fudd</u>		Date <u>10/25/16</u>
		\$ <u>100.10</u>
<u>One-hundred and 10/100</u>		Dollars
Memo _____		
⑆ 123456789⑆ 987654⑆ 100 1		

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY					
1. NAME (Last, First, Middle) Tweety Bird		2. DEPARTMENT, COMPONENT AND BRANCH First Aerial Brigade		3. SOCIAL SECURITY NO. 000 12 3456	
4.a. GRADE, RATE OR RANK Wing Commander	4.b. PAY GRADE sixth scale	5. DATE OF BIRTH (YYMMDD) 52-05-04	6. RESERVE OBLIG. TERM. DATE Year Month Day		
7.a. PLACE OF ENTRY INTO ACTIVE DUTY San Francisco, CA		7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) San Francisco, CA			
8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND Fort Blanc -- Wing Commander		8.b. STATION WHERE SEPARATED Fort Blanc			
9. COMMAND TO WHICH TRANSFERRED NA			10. SGLI COVERAGE <input type="checkbox"/> None Amount: \$ 40,000		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) Aerial Combat		12. RECORD OF SERVICE			
		a. Date Entered AD This Period Year(s) Month(s) Day(s) 1970			
		b. Separation Date This Period Year(s) Month(s) Day(s) 1973 34			
		c. Net Active Service This Period Year(s) Month(s) Day(s) 34			
		d. Total Prior Active Service Year(s) Month(s) Day(s)			
		e. Total Prior Inactive Service Year(s) Month(s) Day(s)			
		f. Foreign Service Year(s) Month(s) Day(s)			
		g. Sea Service Year(s) Month(s) Day(s)			
		h. Effective Date of Pay Grade Year(s) Month(s) Day(s)			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)					
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)					
15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		Yes	No	15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT	
16. DAYS ACCRUED LEAVE PAID					
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION					Yes No
18. REMARKS					
19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 123 Looney Lane Toontown, TX 70000			19.b. NEAREST RELATIVE (Name and address - include Zip Code) Mother Hen		
20. MEMBER REQUESTS COPY 6 BE SENT TO		DIR. OF VET AFFAIRS		Yes	No
21. SIGNATURE OF MEMBER BEING SEPARATED Tweety Bird		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) Adm. Bugs Bunny			

552.140 Gov't Code
protects: DoD Form DD-214
or other military discharge
record of a military veteran
that comes into your
possession on or after
September 1, 2003.

Withhold entire form –
552.140

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY					
1. NAME (Last, First, Middle) Tweety Bird		2. DEPARTMENT, COMPONENT AND BRANCH First Aerial Brigade		3. SOCIAL SECURITY NO. 000 12 3456	
4.a. GRADE, RATE OR RANK Wing Commander	4.b. PAY GRADE sixth scale	5. DATE OF BIRTH (YYMMDD) 52-05-04		6. RESERVE OBLIG. TERM. DATE Year Month Day	
7.a. PLACE OF ENTRY INTO ACTIVE DUTY San Francisco, CA		7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) San Francisco, CA			
8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND Fort Blanc -- Wing Commander		8.b. STATION WHERE SEPARATED Fort Blanc			
9. COMMAND TO WHICH TRANSFERRED NA				10. SGLI COVERAGE <input type="checkbox"/> None Amount: \$ 40,000	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) Aerial Combat		12. RECORD OF SERVICE		Year(s)	Month(s)
		a. Date Entered AD This Period		1970	
		b. Separation Date This Period		1973	34
		c. Net Active Service This Period			34
		d. Total Prior Active Service			
		e. Total Prior Inactive Service			
		f. Foreign Service			
		g. Sea Service			
h. Effective Date of Pay Grade					
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)					
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)					
15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		Yes No	15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT		Yes No
16. DAYS ACCRUED LEAVE PAID					
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION					Yes No
18. REMARKS					
19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 123 Looney Lane Toontown, TX 70000			19.b. NEAREST RELATIVE (Name and address - include Zip Code) Mother Hen		
20. MEMBER REQUESTS COPY 6 BE SENT TO DIR. OF VET AFFAIRS		Yes No	22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) Adm. Bugs Bunny		
21. SIGNATURE OF MEMBER BEING SEPARATED Tweety Bird					

552.140 Gov't Code protects: DoD Form DD-214 or other military discharge record of a military veteran that comes into your possession on or after September 1, 2003.

Withhold entire form – 552.140

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY					
1. NAME (Last, First, Middle) Twenty Bird		2. DEPARTMENT, COMPONENT AND BRANCH First Aerial Brigade		3. SOCIAL SECURITY NO. 000 12 3456	
4.a. GRADE, RATE OR RANK Wing Commander		4.b. PAY GRADE sixth scale		5. DATE OF BIRTH (YYMMDD) 52-05-04	
7.a. PLACE OF ENTRY INTO ACTIVE DUTY San Francisco, CA		6. RESERVE OBLIG. TERM. DATE Year Month Day			
7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) San Francisco, CA		8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND Fort Blanc -- Wing Commander			
8.b. STATION WHERE SEPARATED Fort Blanc		9. COMMAND TO WHICH TRANSFERRED NA			
10. SGLI COVERAGE <input type="checkbox"/> None Amount: \$ 40,000		11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) Aerial Combat			
12. RECORD OF SERVICE		Year(s) Month(s) Day(s)			
a. Date Entered AD This Period		1970			
b. Separation Date This Period		1973 34			
c. Net Active Service This Period		34			
d. Total Prior Active Service					
e. Total Prior Inactive Service					
f. Foreign Service					
g. Sea Service					
h. Effective Date of Pay Grade					
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of s					
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)					
15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM		Yes No		15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT	
Yes No		Yes No		16. DAYS ACCRUED LEAVE PAID	
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION				Yes No	
18. REMARKS					
19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 123 Looney Lane Toontown, TX 70000					
19.b. NEAREST RELATIVE (Name and address - include Zip Code) Mother Hen					
20. MEMBER REQUESTS COPY 6 BE SENT TO DIR. OF VET AFFAIRS		Yes No		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) Adm. Bugs Bunny	
21. SIGNATURE OF MEMBER BEING SEPARATED Twenty Bird					

PIA Tip: Let us know when you received the form DD-214



Sections 552.102(a), 552.130, 552.136, 552.137, and 552.147

Things to Remember:

- Right of access under section 552.023 Gov't Code
- Deceased individual's information is not protected under these exceptions

Update: 552.137 Gov't Code

- Pursuant to *Austin Bulldog v. Leffingwell*, No. 03-13-00604-CV (Tex. App.—Austin April 8, 2016) (mem. op.), the personal e-mail addresses of government officials who use their private e-mail addresses to conduct official government business are not protected by section 552.137.



Dates of Birth

Did we just see multiple exceptions that protect dates of birth?

Yes. But they are applicable in different ways:

- ▶ **552.101 Gov't Code + Common-Law Privacy**
 - Public citizens that are not de-identified
- ▶ **552.102(a) Gov't Code**
 - Your employees and held in employment capacity
- ▶ **552.1175 Gov't Code**
 - Listed types of individuals and not held in employment capacity



Open Records Decision No. 684 (2009) – Slide 1 of 2

PIA Tip: Withholding without OAG decision

- ▶ Pursuant to ORD 684, governmental bodies are authorized to withhold certain information without requesting a decision from the OAG:
 - Direct deposit authorization
 - Form I-9
 - W-2 and W-4 forms
 - Fingerprints
 - L-2 and L-3 declarations
 - E-mail address of a member of the public
 - Form DD-214



Open Records Decision No. 684 (2009) – Slide 2 of 2

PIA Tip: Withholding without OAG decision

- ▶ Pursuant to ORD 684, governmental bodies are authorized to withhold certain information without requesting a decision from the OAG:

- Direct deposit authorization
- Form I-9
- W-2 and W-4 forms
- Fingerprints
- L-2 and L-3 declarations
- E-mail address of a member of the public
- Form DD-214

PIA Tips:

- Notify the requestor you are relying on ORD 684
- If you still have to request a ruling, then let us know if you will redact, did redact, or are withholding information under ORD 684



Sections 552.024, 552.130, 552.136, and 552.147 – Slide 1 of 2

PIA Tip: Withholding without OAG decision

- Section 552.024(c) - (employee/official information)
- Section 552.130(c), (e) - (motor vehicle records)
- Section 552.136(c), (e) - (access device numbers)
- Section 552.147(b) - (social security numbers)
- NOTE: Forms required to be provided to requestor for redacting under 552.024(c), 552.130(c), and 552.136(c)



Sections 552.024, 552.130, 552.136, and 552.147 – Slide 2 of 2

PIA Tip: Withholding without OAG decision

- Section 552.024(c) - (employee/official information)
- Section 552.130(c), (e) - (motor vehicle records)
- Section 552.136(c), (e) - (access device numbers)
- Section 552.147(b) - (social security numbers)
- NOTE: Forms required to be provided to requestor for redacting under 552.024(c), 552.130(c), and 552.136(c)

PIA Tip: If you are requesting a ruling for information that contains this type of information, then let us know if you will redact, did redact, or are withholding information pursuant to this authority.



School District Information

Section 21.355 of the Education Code

- Evaluations of “teacher” or “administrator”
- PIA Tip: Tell us if the person at issue held the appropriate teaching or administrator’s certificate at the time of the evaluation.

Section 21.048 of the Education Code

- Teacher certification test results

Section 552.102(b) of the Government Code

- College transcripts of professional public school employee, except name, courses, and degree obtained.

Section 552.135 of the Government Code

- I.S.D. informers

Toontown Independent School District

EMPLOYEE EVALUATION

Employee: Wile E. Coyote
Position: Physics Teacher
Reviewer: Bugs Bunny, Principal
Date: April 1, 2016

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Attendance				X
Attitude	X			
Communication Skills	X			
Creativity	X			
Dependability				X
Enthusiasm	X			
Punctuality				X
Work Quality	X			
Work Consistency	X			
Work Relations		X		

Comments: Mr. Coyote is an engaging teacher and is clearly passionate about his subject. However, while his experience in the field clearly makes his lessons more interesting and approachable for students, his frequent absences have become a problem.

Toontown Independent School District

EMPLOYEE EVALUATION

Employee: Wile E. Coyote
Position: Physics Teacher
Reviewer: Bugs Bunny, Principal
Date: April 1, 2016

21.355 Educ. Code protects the entire evaluation of a certified teacher who was engaged in the process of teaching when the information was created

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Attendance				X
Attitude	X			
Communication Skills	X			
Creativity	X			
Dependability				X
Enthusiasm	X			
Punctuality				X
Work Quality	X			
Work Consistency	X			
Work Relations		X		

Comments: Mr. Coyote is an engaging teacher and is clearly passionate about his subject. However, while his experience in the field clearly makes his lessons more interesting and approachable for students, his frequent absences have become a problem.

Toontown Independent School District

EMPLOYEE EVALUATION

Employee: Wile E. Coyote
Position: Football Coach
Reviewer: Bugs Bunny, Principal
Date: April 1, 2016

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Attendance				X
Attitude				X
Communication Skills				X
Creativity	X			
Dependability				X
Enthusiasm	X			
Punctuality				X
Work Quality	X			
Work Consistency	X			
Work Relations		X		

Comments: Although Mr. Coyote is an engaging physics teacher, as a football coach, he seems disconnected to the extra-curricular activity and the participating students. Mr. Coyote often leaves his players on the field to chase local road runners that pass through the school parking lot. He often appears grumpy and aloof. Several football players have complained about Mr. Coyote's "fowl" attitude and genuine disinterest in football.

Toontown Independent School District EMPLOYEE EVALUATION

Employee: Wile E. Coyote
Position: Football Coach
Reviewer: Bugs Bunny, Principal
Date: April 1, 2016

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Attendance				X
Attitude				X
Communication Skills				X
Creativity	X			
Dependability				X
Enthusiasm	X			
Punctuality				X
Work Quality	X			
Work Consistency	X			
Work Relations		X		

Comments: Although Mr. Coyote is an engaging physics teacher, as a football coach, he seems disconnected to the extra-curricular activity and the participating students. Mr. Coyote often leaves his players on the field to chase local road runners that pass through the school parking lot. He often appears grumpy and aloof. Several football players have complained about Mr. Coyote's "fowl" attitude and genuine disinterest in football.

***This evaluation may not be withheld on the basis of 21.355 Edu. Code because not in a teaching capacity.**

ACME University

Name: Porky Pig

GPA: 4.0

Degree: B.A. Linguistics

Hours: 48

Fall 1952

World History A

World Literature A

Latin A

Kinesiology 101 A

Spring 1953

Int. Linguistics A

Zoology A

Physics Drop

Psychology Pass

Fall 1953

Theater Arts A

Greek A

Psychology of Speech Pass

Middle Eastern Studies A

Spring 1954

Anthropology A

Advanced Linguistics A

German A

Spelunking Pass

NOTE: In this example, the requestor requests Mr. Pig's personnel file from the I.S.D. He is a teacher.

ACME University

Name: Porky Pig

GPA: 4.0

Degree: B.A. Linguistics

Hours: 48

Fall 1952

World History A

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Kinesiology 101 A

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Psychology Pass

Fall 1953

Theater Arts A

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Psychology of Speech Pass

Middle Eastern Studies A

Spring 1954

Anthropology A

Advanced Linguistics A

German A

Spelunking Pass

Withhold page under 552.102(b)
except employee's name, courses
taken, and degree obtained.

ACME University

Name: Porky Pig

GPA: 4.0

Degree: B.A. Linguistics

Hours: 48

Fall 1952

World History A

World Literature A

Latin A

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Spring 1953

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Spring 1954

Anthropology A

Advanced Linguistics A

German A

Spelunking Pass

Withhold page under 552.102(b)
except employee's name, courses
taken, and degree obtained.

PIA Tips:

- 552.102(b) applies only to personnel files of school districts—not any college transcript of any governmental body.
- If not clear, let us know if the individual is a professional public school employee (ex. teacher).

Dear Principal Bunny,

At approximately 7:50 in the morning on Wednesday September 7, I saw the teacher Taz Devil, Jr., defacing lockers on the third floor. He also stole Mr. Fudd's inhaler. I was shocked and appalled at this flagrant disregard for the property of others. Such actions should not be tolerated in our lovely school. Please let me know if you would like me to provide an additional statement or information.

Sylvester the Cat

Teacher

North Toontown Middle School

Toontown Independent School District

Dear Principal Bunny,

At approximately 7:50 in the morning on Wednesday September 7, I saw the teacher Taz Devil, Jr., defacing lockers on the third floor. He also stole Mr. Fudd's inhaler. I was shocked and appalled at this flagrant disregard for the property of others. Such actions should not be tolerated in our lovely school. Please let me know if you would like me to provide an additional statement or information.

Sylvester the Cat

Teacher

North Toontown Middle School

Toontown Independent School District

552.135

552.135 Gov't Code protects:

The identity of a current or former student or district employee who reports a possible civil, criminal, or regulatory violation to the district or the proper regulatory enforcement authority

Dear Principal Bunny,

552.101+common-law privacy

At approximately 7:50 in the morning on Wednesday September 7, I saw the teacher Taz Devil, Jr., defacing lockers on the third floor. He also stole Mr. Fudd's inhaler. I was shocked and appalled at this flagrant disregard for the property of others. Such actions should not be tolerated in our lovely school. Please let me know if you would like me to provide an additional statement or information.

Sylvester the Cat

552.135

Teacher

North Toontown Middle School

Toontown Independent School District



552.101 + Common-Law Privacy: Sexual Harassment Investigation – Slide 1 of 3

Sexual Harassment Investigation



552.101 + Common-Law Privacy: Sexual Harassment Investigation – Slide 2 of 3

Sexual Harassment Investigation

- ▶ Must be in employment context
- ▶ *Morales v. Ellen*, 840 S.W.2d 519 (Tex. App.—El Paso 1992, writ denied), court addressed the applicability of the common law privacy doctrine to files of an investigation of allegations of sexual harassment
- ▶ Protected information is handled two different ways, depending on whether or not there is an **adequate summary of the investigation**



552.101 + Common-Law Privacy: Sexual Harassment Investigation – Slide 3 of 3

Sexual Harassment Investigation

- ▶ Adequate Summary of Investigation:
 - Release only the summary and the statement of the person under investigation
 - BUT: redact the victim's and witnesses' identifying information under 552.101 + common-law privacy
 - Remaining investigation information is withheld under 552.101 + common-law privacy

- ▶ No Adequate Summary of Investigation:
 - Release all information regarding the investigation
 - BUT: redact the victim's and witnesses' identifying information under 552.101 + common-law privacy



Sexual Harassment Investigation without Adequate Summary of Investigation

OFFICE OF THE ATTORNEY GENERAL

January 3, 2016

Bugs Bunny
Office of the Attorney General
209 Lavaca Street
Austin, Texas 78701

Dear Bugs:

I'm writing to report inappropriate behavior by my coworker, Pepé Le Pew, towards me. Since I began working here a few weeks ago, Pepé Le Pew constantly approaches me and says I might be the skunk he's been looking for. I try to run from him, but he chases me throughout the office. It terrifies me!

Today, Pepé tried to kiss me as he proclaimed, "*Penelope, Ooh-la-la!*" in front of my co-worker Yosemite Sam. I was shocked and pushed him away at once. I have realized that the only way to possibly improve the situation is to report his behavior to you immediately.

Sincerely,

Penelope

Penelope Pussycat

OFFICE OF THE ATTORNEY GENERAL

January 3, 2016

Bugs Bunny
Office of the Attorney General
209 Lavaca Street
Austin, Texas 78701

**552.101+common-
law privacy and
Ellen**

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Penelope Pussycat

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Sincerely,

Penelope
Penelope Pussycat

PIA Tip: If requestor is Penelope, she has access to her own private information under 552.023

MEMORANDUM

TO: Bugs Bunny

FROM: Pepé Le Pew

DATE: January 5, 2016

Re: Response to Sexual Harassment Accusation

It has come to my attention that Penelope Pussycat is purring fake stories about me and her accusations may impact me professionally. I feel I need to address these matters because I believe that she has misinterpreted my actions.

I find Penelope Pussycat very attractive, so I am simply complimenting her on her beauty. Who doesn't like a little attention? I have approached Penelope on several occasions, but it is just to inquire about work activities. I feel Penelope is being very dramatic about everything when all I am doing is being a nice coworker.

Pepé Le Pew

Pepé Le Pew

MEMORANDUM

TO: Bugs Bunny
FROM: Pepé Le Pew
DATE: January 5, 2016
Re: Response to Sexual Harassment Accusation

**552.101+common-
law privacy and
Ellen**

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Pepé Le Pew

Pepé Le Pew

MEMORANDUM

TO: Bugs Bunny

FROM: Pepé Le Pew

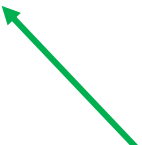
DATE: January 5, 2016

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Pepé Le Pew
Pepé Le Pew



PIA Tip: If requestor is Penelope, she has access to her own private information under 552.023

Porky's Polygraph Testing Services
32 Looney Lane, Toontown, Texas 70001
512-666-1234 Pork.E.Pig@pppts.com

Polygraph Examination of: City of Toontown Assistant Attorney Pepé Le Pew

Preliminary Questions:

1. Is your name Pepé Le Pew?

Yes.

2. Are you an Assistant City Attorney for City of Toontown?

Yes.

Examination Questions:

1. Have you ever chased Penelope Pussycat around the office, telling her she's the skunk you have been looking for?

No.

2. Have you ever tried to kiss Penelope Pussycat at the officer without her consent?

No.

3. Are you telling the truth with respect to the questions in this exam?

Yes.

Examination Results: DECEPTION INDICATED on Questions 1, 2, and 3.

Porky Pig

Signature of Examiner

Porky's Polygraph Testing Services
32 Looney Lane, Toontown, Texas 70001
512-666-1234 Pork.E.Pig@pppts.com

Polygraph Examination of: City of Toontown Assistant Attorney Pepé Le Pew

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Porky Pig

Signature of Examiner



Sexual Harassment Investigation with Adequate Summary of Investigation

OFFICE OF THE ATTORNEY GENERAL

TO: Pepé Le Pew
FROM: Bugs Bunny
DATE: January 13, 2016
SUBJECT: Investigation of Sexual Harassment Allegations

SUMMARY OF ALLEGATIONS:

Penelope Pussycat, an employee at the Attorney General's Office, alleges that her coworker, Pepé Le Pew, has made inappropriate comments about her appearance and unwanted sexual advances towards her. Penelope also states that these behaviors have made her feel uncomfortable at work.

INVESTIGATION FINDINGS:

During the course of investigation, we interviewed two OAG employees about these allegations. Elmer Fudd, a fellow employee, stated that Penelope confided in him about Pepé Le Pew chasing her around the office. Elmer Fudd said Penelope was upset and disturbed about the unwanted affection. Yosemite Sam, Penelope's secretary, said he and Elmer Fudd both saw Penelope push away Pepé Le Pew as he attempted to kiss her. Yosemite Sam also recalls hearing Pepé Le Pew exclaim, "*Ooh-la-la!*" after the incident.

We also hired a polygraph testing service. The final report for the polygraph of Pepé Le Pew indicated deception when he was questioned about the incident.

DETERMINATION:

Based on my investigation, I find that there is sufficient evidence to sustain Penelope Pussycat's allegations of sexual harassment against Pepé Le Pew. I recommend that Pepé Le Pew be suspended for 10 days without pay. I also recommend that Pepé Le Pew be required to attend sexual harassment training upon immediate return to work.

OFFICE OF THE ATTORNEY GENERAL

TO: Pepé Le Pew
FROM: Bugs Bunny
DATE: January 13, 2016
SUBJECT: Investigation of Sexual Harassment Allegations

**552.101+common-
law privacy and
Ellen**

SUMMARY OF ALLEGATIONS:

Penelope Pussycat, an employee at the Attorney General's Office, alleges that her coworker, Pepé Le Pew, has made inappropriate comments about her appearance and unwanted sexual advances towards her. Penelope also states that these behaviors have made her feel uncomfortable at work.

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OFFICE OF THE ATTORNEY GENERAL

TO: Pepé Le Pew
FROM: Bugs Bunny
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SUBJECT: Investigation of Sexual Harassment Allegations

**552.101+common-
law privacy and
Ellen**

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During the course of investigation, we interviewed two OAG employees about these allegations. **Elmer Fudd**, a fellow employee, stated that **Penelope** confided in him about Pepé Le Pew chasing her around the office. **Elmer Fudd** said Penelope was upset and disturbed about the unwanted affection. **Yosemite Sam**, Penelope's secretary, said he and **Elmer Fudd** both saw **Penelope** push away Pepé Le Pew as he attempted to kiss her. **Yosemite Sam** also recalls hearing Pepé Le Pew exclaim, "Ooh-la-la!" after the incident.

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**552.101+
1703.306
Occ.**

OFFICE OF THE ATTORNEY GENERAL

January 3, 2016

Bugs Bunny
Office of the Attorney General
209 Lavaca Street
Austin, Texas 78701

Dear Bugs:

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Today, Pepé tried to kiss me as he proclaimed, "*Penelope, Ooh-la-la!*" in front of my co-worker Babs Bunny. I was shocked and pushed him away at once. I have realized that the only way to possibly improve the situation is to report his behavior to you immediately.

Sincerely,

Penelope

Penelope Pussycat

OFFICE OF THE ATTORNEY GENERAL

January 3, 2016

Bugs Bunny
Office of the Attorney General
209 Lavaca Street
Austin, Texas 78701

**Withhold entire page under
552.101+common-law
privacy and *Ellen***

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Sincerely,

Penelope
Penelope Pussycat

MEMORANDUM

TO: Bugs Bunny

FROM: Pepé Le Pew

DATE: January 5, 2016

Re: Response to Sexual Harassment Accusation

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I find Penelope Pussycat very attractive, so I am simply complimenting her on her beauty. Who doesn't like a little attention? I have approached Penelope on several occasions, but it is just to inquire about work activities. I feel Penelope is being very dramatic about everything when all I am doing is being a nice coworker.

Pepé Le Pew

Pepé Le Pew

MEMORANDUM

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FROM: Pepé Le Pew
DATE: January 5, 2016
Re: Response to Sexual Harassment Accusation

**552.101+common-
law privacy and
Ellen**

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Pepé Le Pew

Pepé Le Pew

Porky's Polygraph Testing Services
32 Looney Lane, Toontown, Texas 70001
512-666-1234 Pork.E.Pig@pppts.com

Polygraph Examination of: City of Toontown Assistant Attorney Pepé Le Pew

Preliminary Questions:

1. Is your name Pepé Le Pew?

Yes.

2. Are you an Assistant City Attorney for City of Toontown?

Yes.

Examination Questions:

1. Have you ever chased Penelope Pussycat around the office, telling her she's the skunk you have been looking for?

No.

2. Have you ever tried to kiss Penelope Pussycat at the officer without her consent?

No.

3. Are you telling the truth with respect to the questions in this exam?

Yes.

Examination Results: DECEPTION INDICATED on Questions 1, 2, and 3.

Porky Pig

Signature of Examiner

Porky's Polygraph Testing Services
32 Looney Lane, Toontown, Texas 70001
512-666-1234 Pork.E.Pig@pppts.com

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Preliminary Questions:

1. Is your name Pepé Le Pew?

Yes.

2. Are you an Assistant City Attorney for City of Toontown?

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1. Have you ever chased Penelope Pussycat around the office, telling her she's the skunk you have been looking for?

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Yes.

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Porky Pig

Signature of Examiner

**Withhold entire page under
552.101+common-law
privacy and *Ellen***



Questions?

OAG' s Open Government Hotline

(877) OPEN-TEX

(512) 478-6736

OAG Website

www.texasattorneygeneral.gov/open/index.shtml